



## **Administrative Policies and Procedures: 21.3**

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### **Subject: Teacher Certification Requirements**

**Supersedes:** DCS 21.3, 12/01/02

**Local Policy:** No

**Local Procedures:** No

**Training Required:** No

**Applicable Practice Model Standard(s):** No

**Approved by:**

A handwritten signature in cursive script, appearing to read "Linda P. Miller", is placed next to the "Approved by:" label.

**Effective date:** 11/01/98

**Revision date:** 12/01/04

### **Application**

To All Superintendents, Secure DCS Group Home Supervisors, Principals, and Educational Personnel

**Authority:** TCA 4-3-2603; 4-3-2606; 37-5-106; 49-5-101 through 49-5-109

### **Policy**

Each facility with an educational component within the Department of Children's Services Schools shall employ teachers who are appropriately licensed for the position code and subject area in which they are employed to teach. Principals at the Youth Development Centers and Supervisors at the DCS Group Homes are responsible for verifying appropriate licensure.

### **Procedures**

#### **A. Valid teacher's license**

1. A Youth Development Center school must not employ any person as a teacher unless they provide a current copy of his/her Tennessee Teacher's license that:
  - a) Is valid for the period of employment, and
  - b) Covers the endorsement area(s) of the subject(s) to be taught by him/her as indicated on up-to-date license.
2. A DCS Group Home school must employ an appropriately licensed teacher with an endorsement in Special Education.

**B. Position code**

Teachers assigned to teach a subject must:

1. Be in the position code that is paired to the teaching endorsement for that specific subject, and
2. Meet the Department of Education's licensure requirements for the course to be taught.

**C. Restriction of teaching area****1. Compliance with Department of Education**

The superintendent of the youth development center or supervisor of the DCS group home must ensure that his or her facility is in compliance with the Tennessee Department of Education *Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools* regarding teaching areas.

**2. Teaching areas**

Teachers must teach only in their areas of endorsement, except where the Tennessee Department of Education and DCS have agreed otherwise.

**3. Limited exception**

A teacher may teach one course per day outside his/her endorsed area for no more than two class periods.

**4. Moving teachers to other endorsement areas**

If a reduction in staff or a change in curriculum causes teachers to be moved to other teaching positions by reason of seniority, principals must move such teachers only into subject areas and position codes for which they are properly licensed.

**5. Documentation and waiver for non-endorsed teacher**

A teacher may be employed to teach in a subject area for which he or she is not endorsed only if:

- a) There is documentation that a properly certified teacher is unavailable, and
- b) A waiver has been secured from the Department of Education through the DCS Education Division.

**D. Renewal of license**

**1. Responsibility for renewal**

Each teacher employed by DCS must renew his or her license as required by the Department of Education regulations in order to maintain its validity.

**2. Termination**

Failure of a teacher to maintain appropriate licensure shall subject him or her to termination.

**E. Evaluation**

All DCS school personnel will be evaluated according to the guidelines stated in the *Rules, Regulations, and Minimum Standards of the Governance of Tennessee Public Schools*.

**Forms**

None

**Collateral Documents**

*Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools*; ([www.state.tn.us/sos/rules/0520/0520.htm](http://www.state.tn.us/sos/rules/0520/0520.htm))

**Standards**

ACA 3-JTS-5D-12